King County

Quick Reference Guide

Manage Time Approval

PeopleSoft Version 8.9 (Bi-Weekly)

Quick Reference Guides
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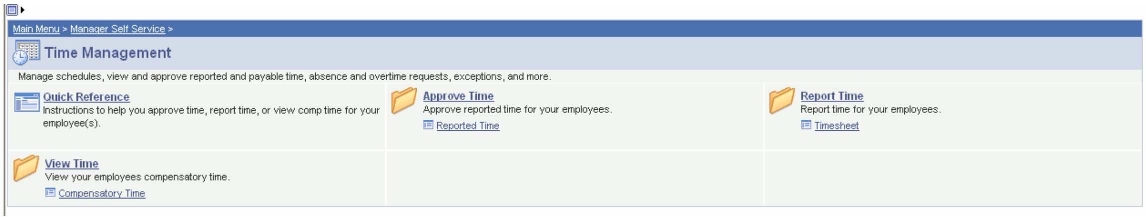
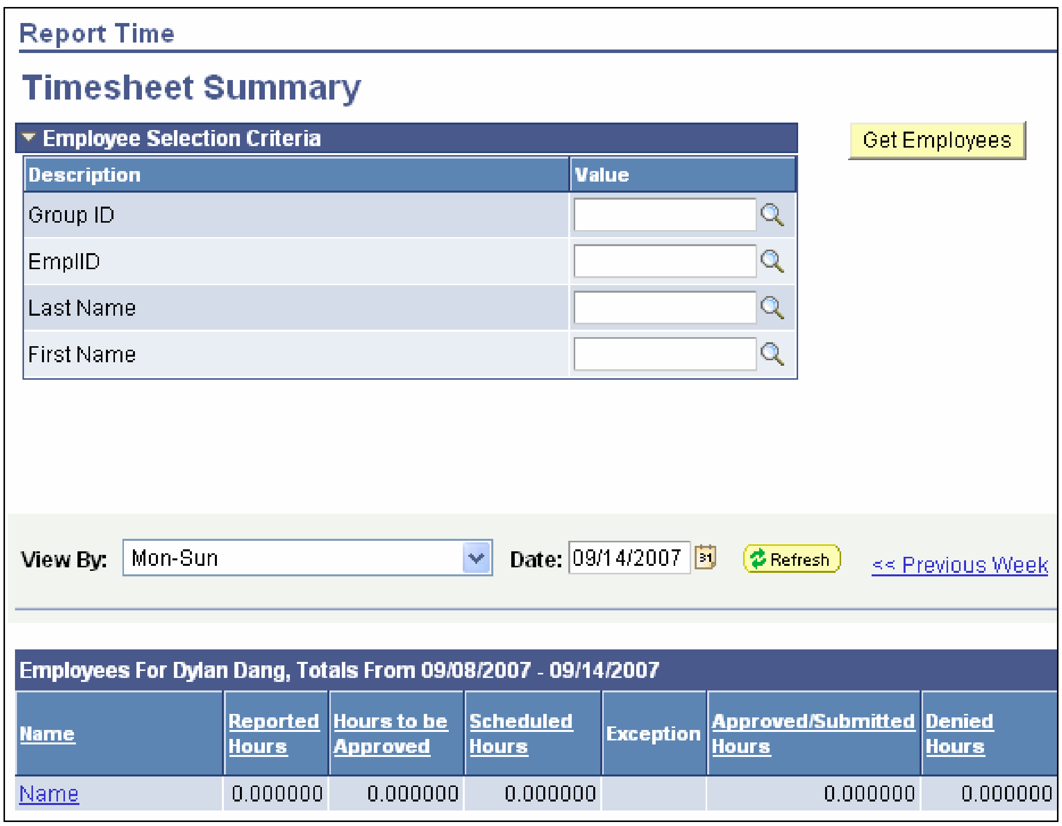
View, Report, Approve Time for your employees

Follow the steps below to view time your employee(s).

Go to: Manager Self Service > Time Management > Report Time > Timesheet



This is how your landing page will look like:



1. Once on the landing page, you may search your employee(s) by these options:

   <u>By Group ID</u> – (preferred Option) Use this to pull every employee(s) who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

Other Options:

- By Employee ID – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
- By Last Name – Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
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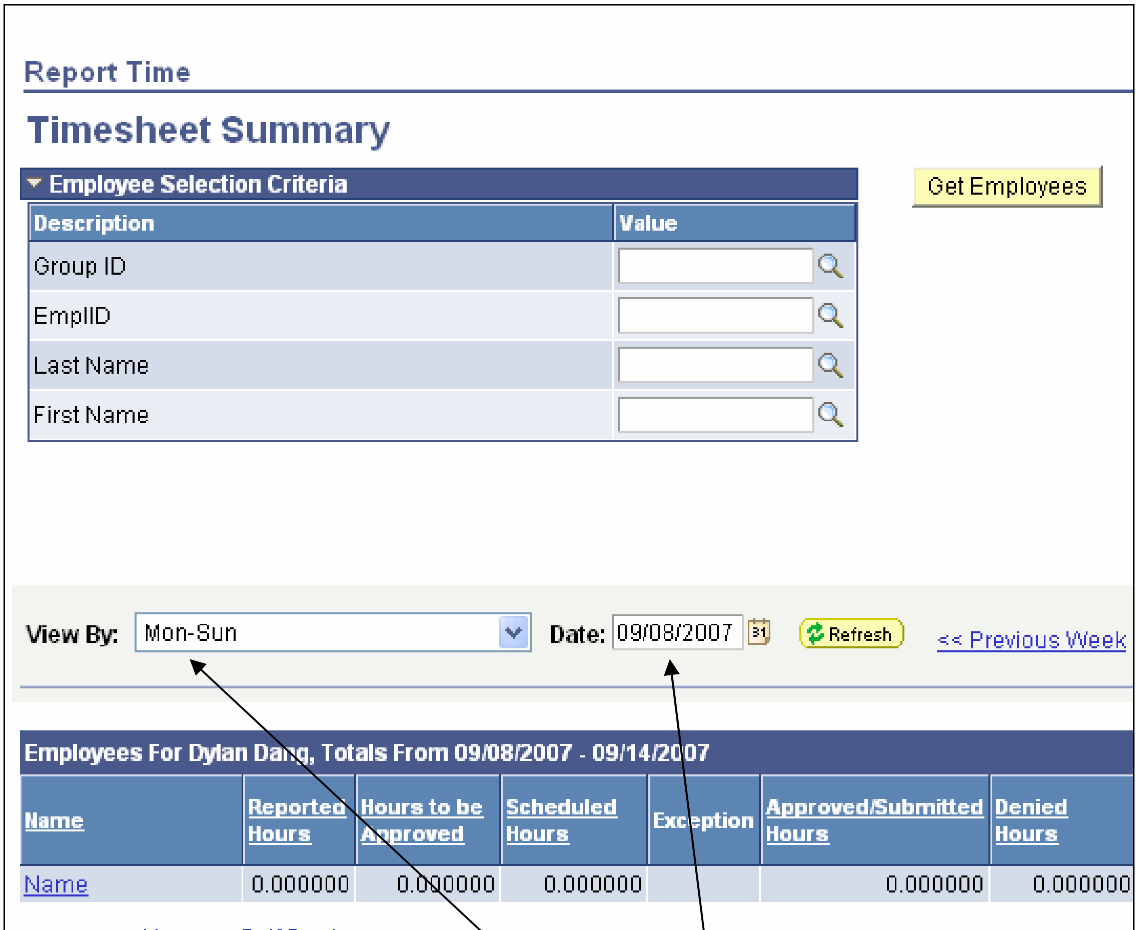


2. In the "**View By**" **field**, select: "**Mon-Sun**"
3. In the "**Date**" field, select the **FIRST DATE of the current pay period.**
4. Click Get Employees

   If you hit the "Enter" key on your keyboard, it will not do anything.

   NOTE: The return list will display ALL employees in the Group ID that you have selected.

5. From the return list, select on the name of the employee that you wish to view.

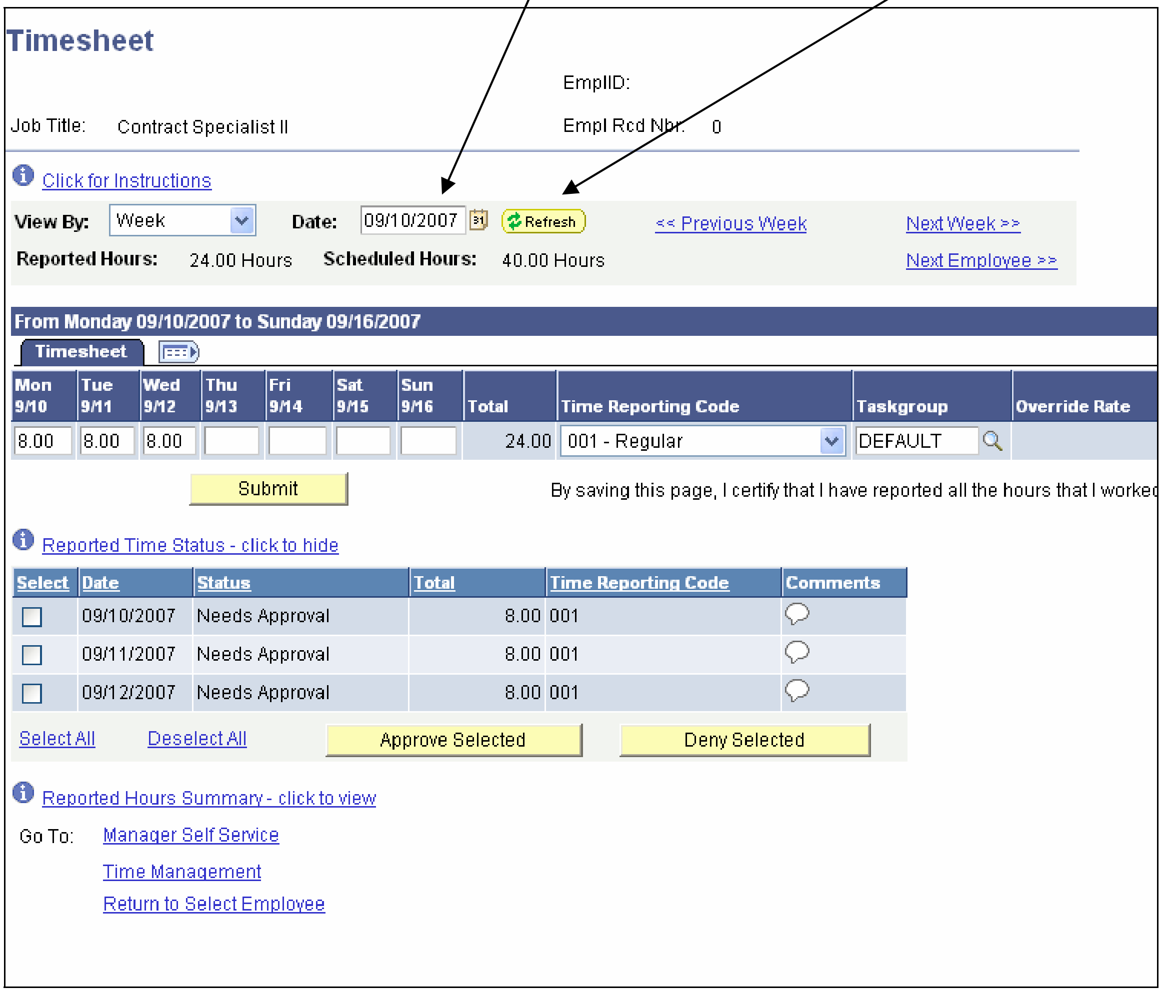
Employees For Nancy Wickmark, Totals From 09/03/2007 - 09/09/2007							
Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID
Andrew Robinson	0.00	0.00	0.00		0.00	0.00	000040269
Dale Cummings	0.00	0.00	0.00		0.00	0.00	000042788
Jay Vavra	0.00	0.00	0.00		0.00	0.00	000042938
Joyce McEwen	0.00	0.00	40.00		0.00	0.00	000043795
Laurence Hahn	0.00	0.00	0.00		0.00	0.00	000042774
Lorraine Kittredge	0.00	0.00	0.00		0.00	0.00	000046320
Mary Bemowski	0.00	0.00	0.00		0.00	0.00	000041039
Pattrick Comstock	0.00	0.00	0.00		0.00	0.00	000046592
Paul Roybal	0.00	0.00	0.00		0.00	0.00	000047182
Robin Anderson	0.00	0.00	0.00		0.00	0.00	000045542
Ross Hudson	0.00	0.00	0.00		0.00	0.00	000046684
Sharon Slebodnick	0.00	0.00	0.00		0.00	0.00	000044696
Stephen Cahan	0.00	0.00	0.00		0.00	0.00	000040004

Once you click on the employee’s name, it will take you to the Timesheet page.

On the Timesheet Page

On this page, you may view, report and/or approve time for your employee.

Once on the page, it will take you to the first day for which time has been entered. Go to the “Date” field and enter the **current pay period begin date**. Then click “Refresh”.



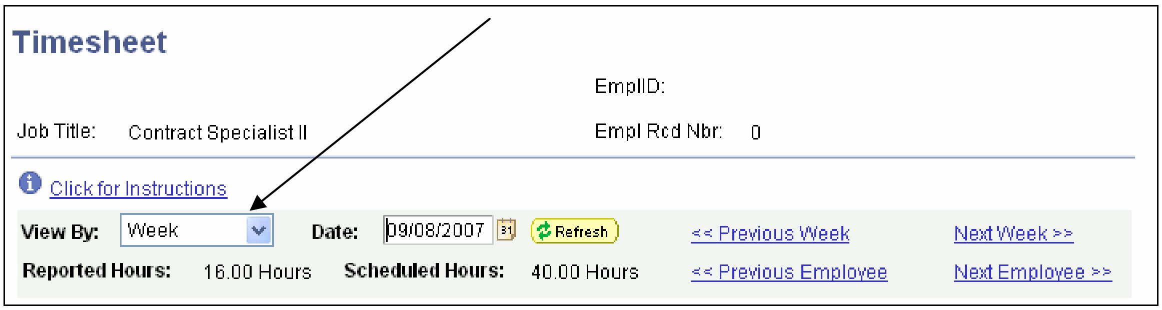
NOTE: The default view for this page displays a week at a time. You may choose to review for the entire 2 week pay period. To do so, go to “View By” field and choose “Time Period”.

6. Review the time carefully
7. If you wish to make any corrections to the time, you may do so on this page
8. When you are ready to approve the time, select the row(s) that you would like to approve time on
   - To select individual days, click on the checkbox to the left of the date
   - To select everything, click on the “Select All” hyperlink
   - To unselect, click on the checkbox again or “DeSelect All”
9. Then click on Approve Selected

NOTE: If you click on Deny Selected or if you do not approve the hours, it will not be processed by payroll. **It is your responsibility to notify your employee or timekeeper immediately of the situation.** The system will not do anything other than change the status to “Denied”.

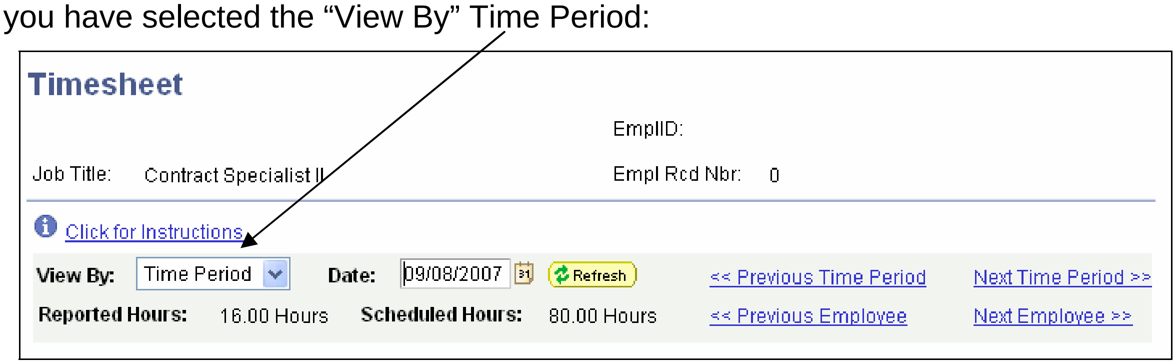
The following are special instructions for navigation on the page:

If you have selected the “View By” Week:



- “Previous Week” hyperlink will take you to the week before.
- “Next Week” hyperlink will take you to the following week.
- “Previous Employee” hyperlink will take you the previous employee from the return values on the search page.
- “Next Employee” hyperlink will take you to the next employee from the return values on the search page.

If you have selected the “View By” Time Period:



- To see the previous pay period, click on the “Previous Time Period” hyperlink
- To see the next pay period, click on the “Next Time Period” hyperlink

- To add a row, scroll all the way to the right and click on the “+” sign

- To delete a row, scroll all the way to the right and click on the "-" sign
- To view the total of hours per day and per week, click on the hyperlink below:

  Reported Hours Summary - click to view

It will then expand the details:

Reported Hours Summary - click to hide

Category	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Total
Total Reported Hours				8.00	8.00	8.00	8.00	32.00

Go To: Manager Self Service
Time Management
Return to Select Employee

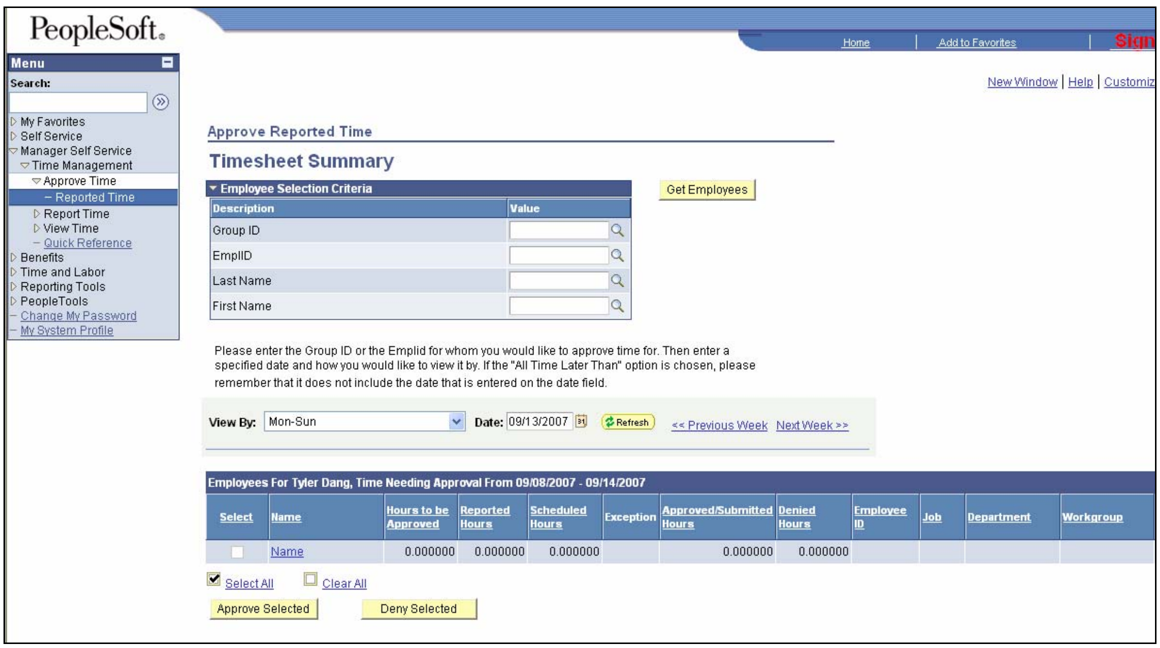
- Click on "Return to Select Employee" if you wish to return to the search page listing.

Approve Time in Mass

Use this option only if you have not approved the time yet, but you have viewed your employee(s) time from the previous steps. You may approve ALL time for the entire group.

Go to: Manager Self Service > Time Management > Approve Time > Reported Time

This is how your landing page will look:



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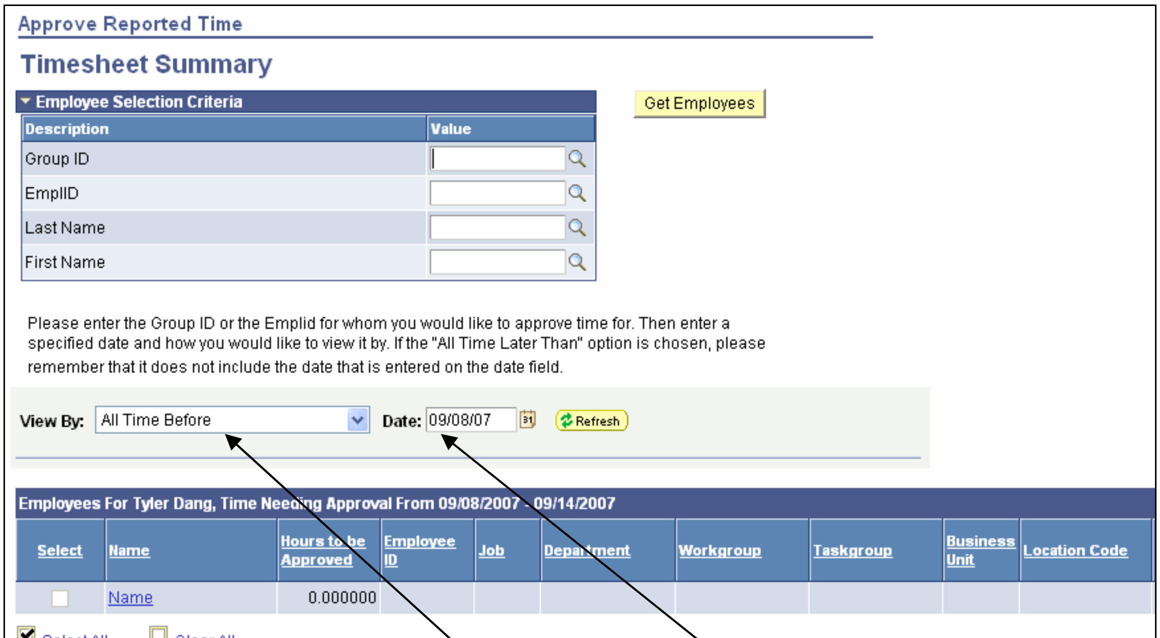
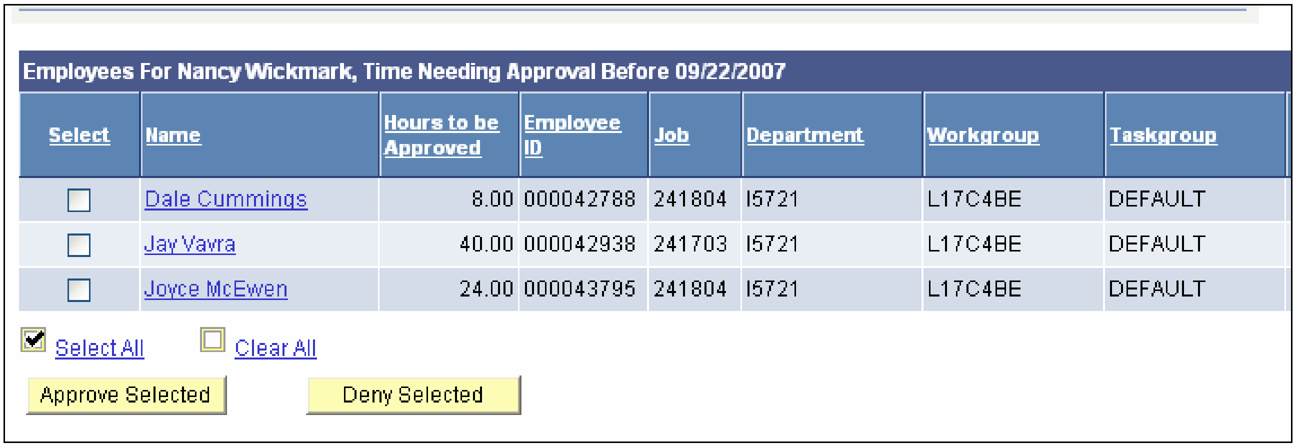


- In the "**View By**" **field**, select: "**All Time Before**"
- In the "**Date**" field, select: The **FIRST DATE of the Next pay period.**
- This will select up all time for your employees in the Current Pay Period.
- Click Get Employees
- If you hit the "Enter" key on your keyboard, it will not do anything.

NOTE: The return list will display only those employees who have reported their hours, that now require your approval. If you do not see an employee that you expected to see, it is possible that the employee did not report any time. To verify this, go back to the beginning of the instructions.

Go to: Manager Self Service > Time Management > Report Time > Timesheet

The page will look as follows if there are time waiting for you to approve:



Employees For Nancy Wickmark, Time Needing Approval Before 09/22/2007

Select	Name	Hours to be Approved	Employee ID	Job	Department	Workgroup	Taskgroup
☐	Dale Cummings	8.00	000042788	241804	I5721	L17C4BE	DEFAULT
☐	Jay Vavra	40.00	000042938	241703	I5721	L17C4BE	DEFAULT
☐	Joyce McEwen	24.00	000043795	241804	I5721	L17C4BE	DEFAULT

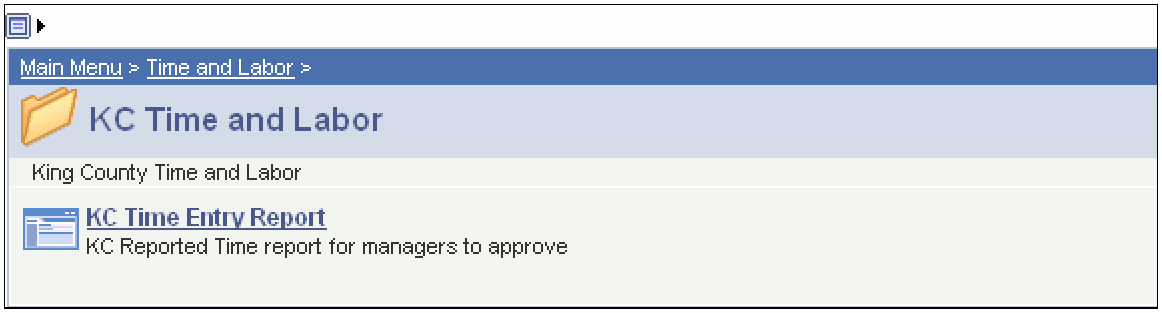
☑ Select All ☐ Clear All

Approve Selected Deny Selected

From the return list, click the "**Select All**" hyperlink and click on "Approve Selected" button if you are ready to approve ALL hours for ALL your employee(s). To see the details for each employee, click on the employee name. It will take you to the Timesheet Page under "View, Report, Approve Time for your employees" section.

Run Time Entry Report

Go to: Time & Labor > KC Time & Labor > KC Report > KC Time Entry Report



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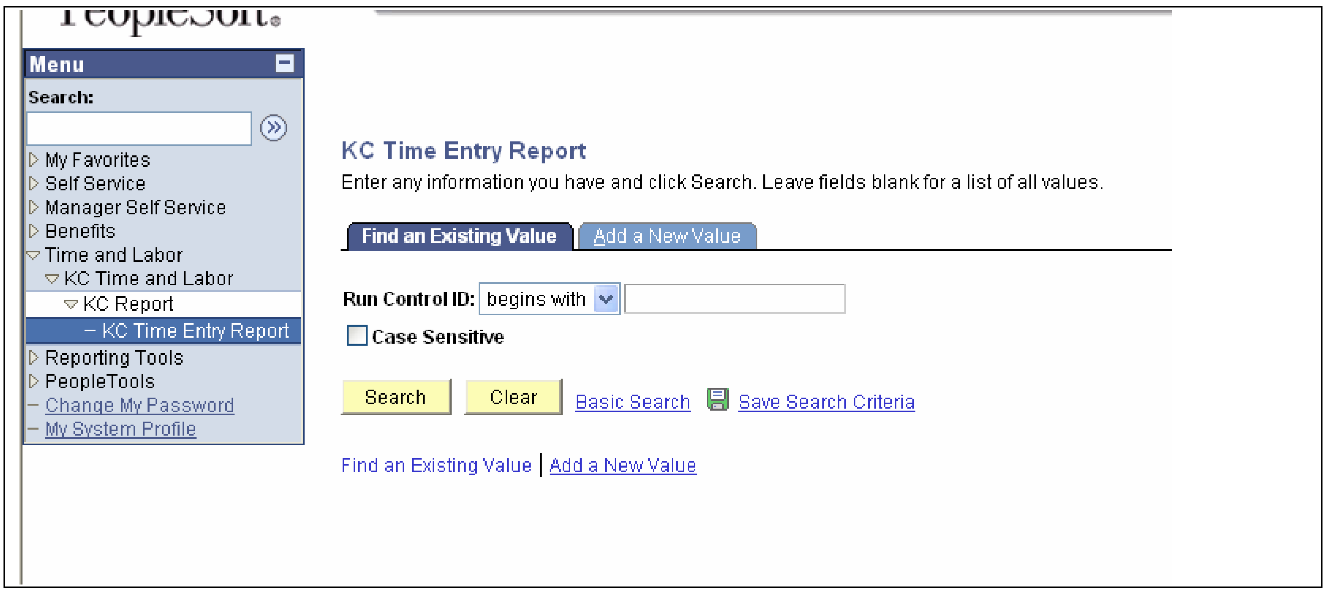
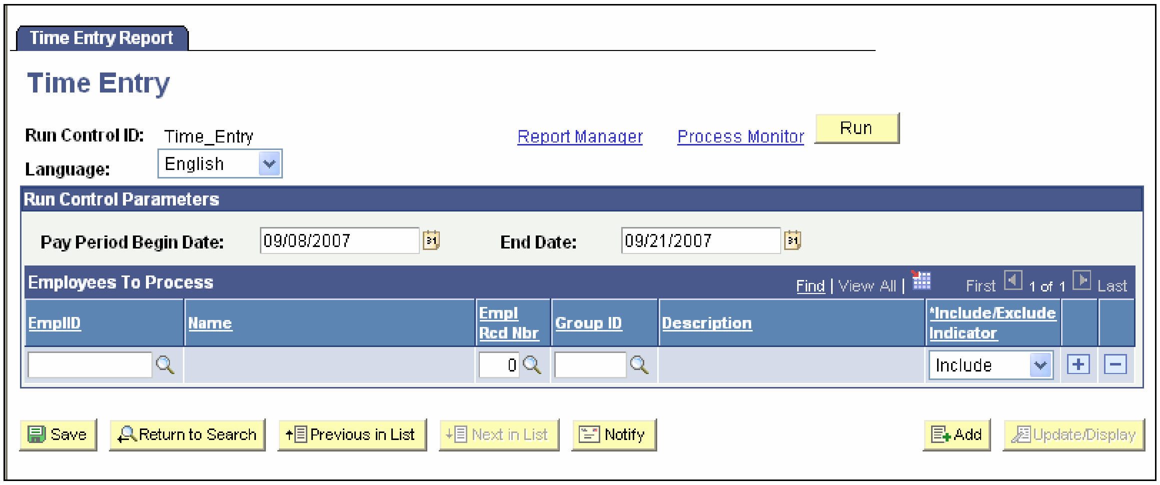
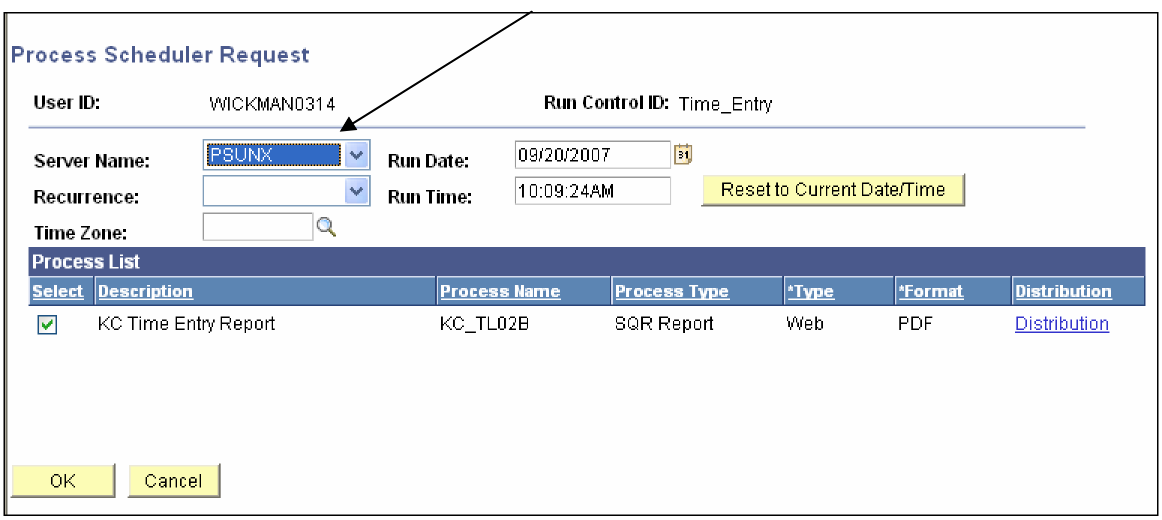


- Click on the yellow "Search" button

  This will tell you if you had an existing run control.
  - If you had no run control - "No matching Entries Found"
  - If you had only one run control - It will take you directly to the page
  - If you had multiple run control - Select the one that you wish to use
- To create a new run control – Skip this if you already had a run control (go to the next bullet)
  - Click on "Add a New Value" tab
  - Name the run control as you wish without spaces. If you need to do spaces, use the underscore
  - Click on the "Add" button

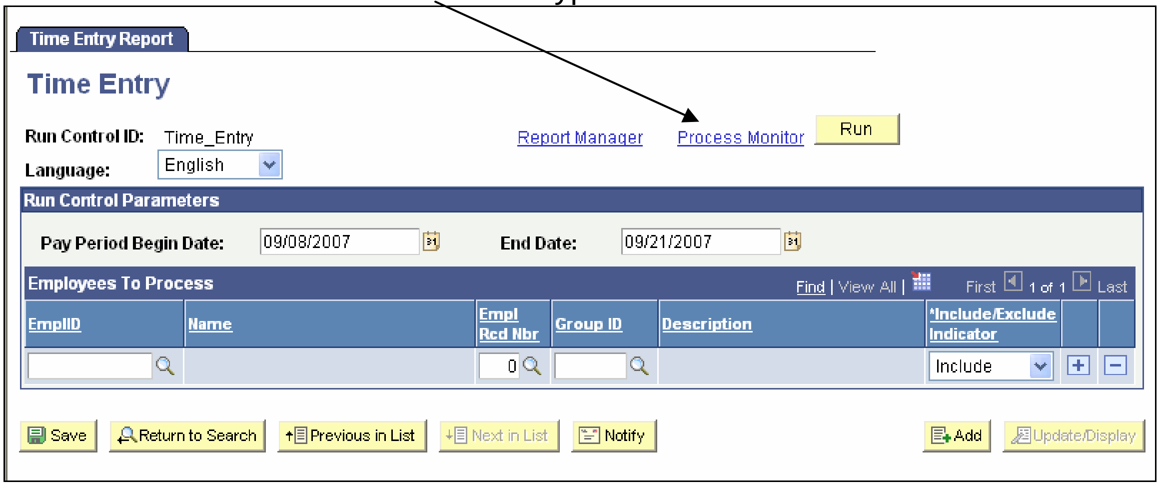


- Enter a valid pay period begin date
- Enter a valid pay period end date
- Add all employees that you wish to run the report for in the Emplid field
  Once you tab out of the field, it will remove the Group ID field
- Add all the groups that you wish to run the report for in the Group ID field
  Once you tab out of the field, it will remove the Emplid field
- Click on the "SAVE" button at the bottom
- Click on the "RUN" button at the top
- On the Server Name field, select "PSUNX"

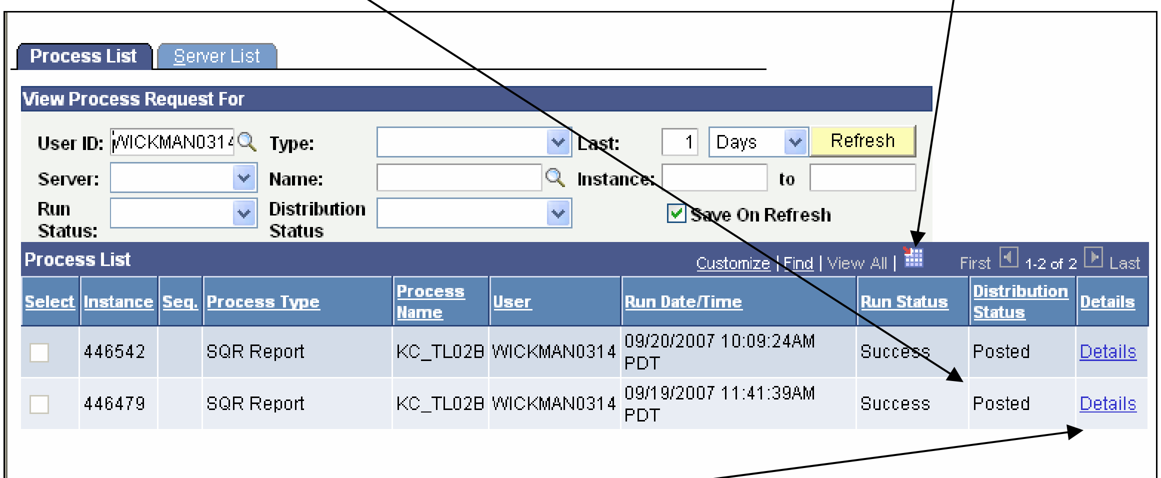


- Click on the "OK" yellow button
  The button will take you back to the Time Entry report page

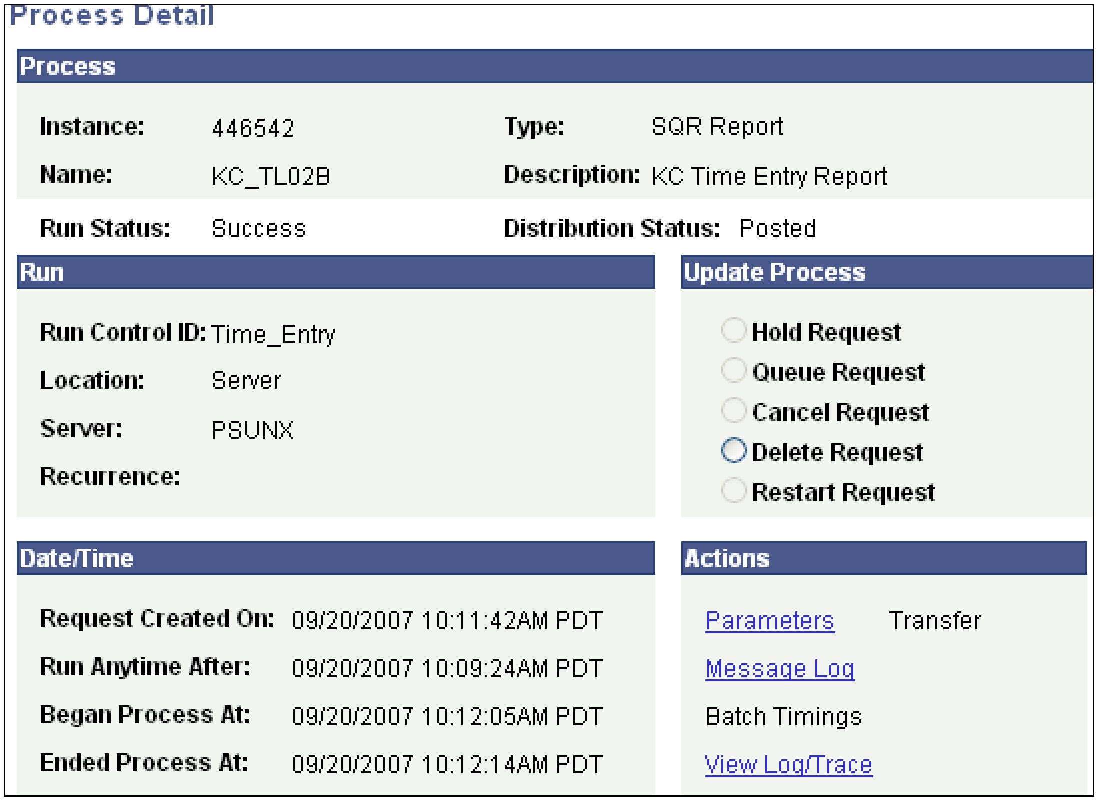
- Click on the “Process Monitor” hyperlink



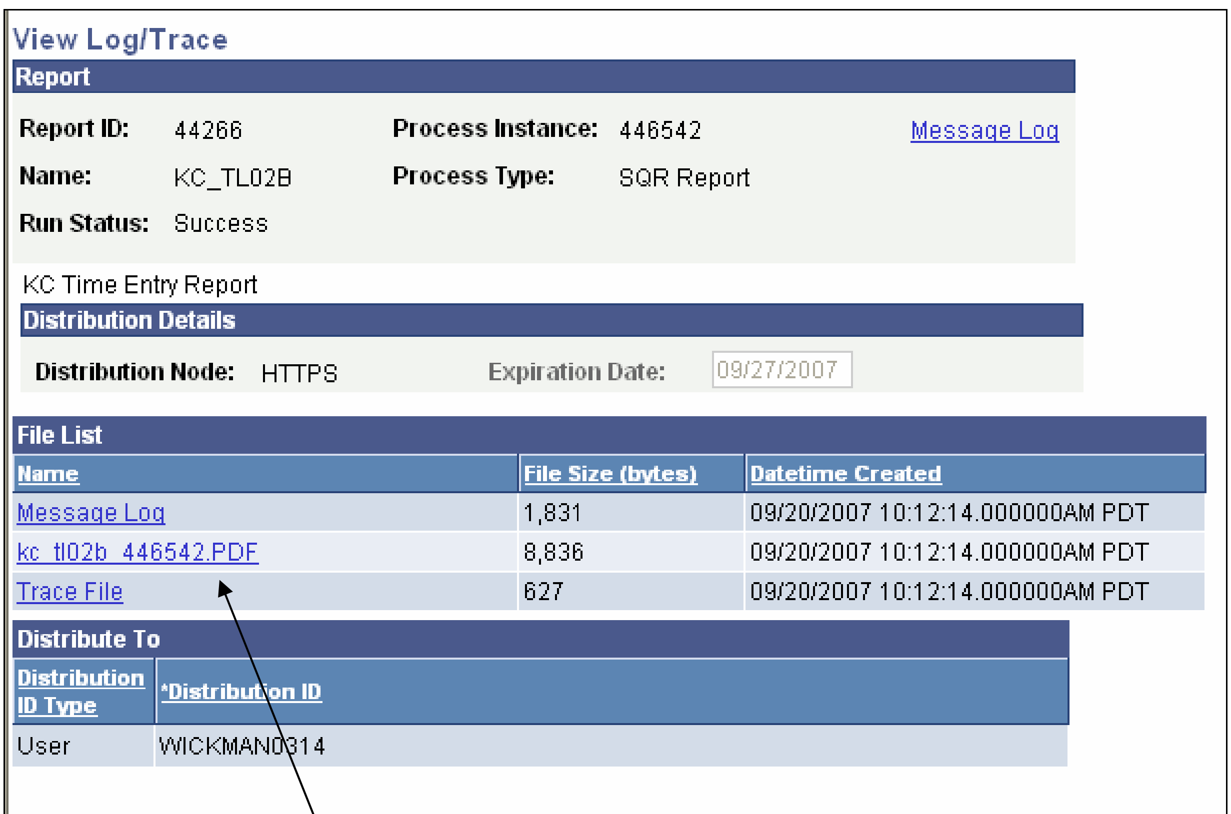
- Click on the “Refresh” button until the Run Status says “Success” and the Distribution Status says “Posted”



- Click on the “Details” hyperlink to retrieve your PDF report



- Click on "View Log/Trace" hyperlink



- Click on the PDF hyperlink
- Print your PDF if needed